

Special Programs

Special Employment **The National Consortium  
for Graduate Degrees For  
Minorities in Engineering,  
Inc. (GEM) Program**

**PURPOSE:**

- .01 The National Consortium for Graduate Degrees for Minorities in Engineering, Inc. (GEM) Program was established at the national level to encourage a larger number of minorities to receive graduate degrees in engineering. The program enables the Laboratory to attract minority engineering majors and computer science majors within the college of engineering and provides the sponsoring organization an opportunity to consider them for regular employment.

**RECRUITMENT AND  
SELECTION:**

- .02 The GEM Consortium engages in nationwide recruitment of Black, Hispanic, and American Indian engineering graduate students. Criteria for recruitment and selection include the demonstrated ability to pursue graduate studies in engineering or computer science.

**Selection Procedures**

- .03 College juniors, seniors, or graduates are selected each January by representatives from member corporations and research laboratories. A GEM Fellow can work for a maximum of 3 summers if hired in the junior year or until the master's degree is conferred, whichever comes first. Member corporations and research laboratories are expected to select 1 or more qualified new students a year. These are full-time, short-term appointments of less than 3 months.

**Offers to Applicants Not  
Selected**

- .04 The Laboratory may offer employment to GEM applicants not selected as GEM Fellows, but these offers will be made in other Laboratory special programs, for example, in the Graduate Research Assistant (GRA) Program or the Undergraduate Student (UGS) Program categories.

## The National Consortium For Graduate Degrees For Minorities in Engineering, Inc. (GEM) Program

**SALARY:**

- .05 GEM Fellows who are graduates receive salary based on the current GRA salary schedule. Those hired as undergraduate students receive 10% less than the base salary of the current GRA salary schedule.

**PROGRAM  
RESPONSIBILITIES:****Program Coordinator**

- .06 The GEM Program Coordinator in the Special Employment Programs/Services Group (HRD-2)
- Screens applications received from the GEM Consortium Executive Director and forwards them to the appropriate divisions for review;
  - Prepares ranked selections for the January meeting (attended by member corporations and research laboratories); and
  - Conducts the hiring process (makes offers, etc.) and serves as a resource for GEM Fellows and sponsoring organizations for problems that may arise during the course of an appointment.

**Sponsoring Organization**

- .07 The sponsoring organization
- Is responsible for the GEM Fellow's salary, fringe benefits, indirect charges, shipping of personal effects, and travel costs;
  - Provides project orientation for the new GEM Fellow;
  - Provides supervision;
  - Prepares an annual standard Employee Performance Appraisal form and reviews it with the GEM Fellow;
  - Prepares the Employer Evaluation by Intern Supervisor form for the GEM Consortium; and
  - Reviews the Final Project Report (prepared by the GEM Fellow) with the GEM Fellow.

**HOUSING:**

- .08 The Laboratory's Housing Office in HRD-2 assigns low-cost Laboratory-leased housing to GEM

## The National Consortium For Graduate Degrees For Minorities in Engineering, Inc. (GEM) Program

Fellows. Kitchenette apartments are assigned on a double-occupancy basis. The Housing Office assists in locating suitable commercial housing for students when Laboratory housing is not available. See [AM 1100.II](#). *Laboratory Special Employee Benefits*.

### BENEFITS:

- .09 GEM Fellows do not accrue vacation or sick leave and are ineligible for benefits but are paid for holidays that occur during their period of full-time employment. See [AM 1100.II](#). *Laboratory Special Employee Benefits*.

### TRAVEL:

- .10 The sponsoring Laboratory organization pays round-trip travel expenses for the GEM Fellow from the point of hire and return. The sponsoring Laboratory organization may reimburse the shipping of up to 100 pounds of personal effects with the approval of the appropriate Division Leader.

### END OF APPOINTMENT:

- .11 The sponsoring organization must complete a standard Employee Performance Appraisal form and send it to HRD-2 along with the Personnel Action form (PA) that either terminates the GEM Fellow or transfers the GEM Fellow to casual status. Two weeks before the appointment ends, the GEM Fellow or the sponsoring organization should contact the Employment Group (PS-1) for clearing procedures regardless of whether the employee terminates or transfers to casual status.

### Casual Employment

- .12 At the organization's request, the GEM Fellow may return to work during school breaks and vacations in the upcoming school year. The sponsoring organization should transfer the GEM Fellow to casual status at the end of the short-term appointment when continued work is planned \$. GEM Fellows who have been placed in casual status must be transferred back to short-term status the following summer or be terminated. Work hours while in casual status may not exceed an average of 16 hours a week (up to 40% of full-time).

---

## The National Consortium For Graduate Degrees For Minorities in Engineering, Inc. (GEM) Program

**Continuing in GEM Program**

- .13 The GEM Fellow who wants to continue in the program must reapply for the program by submitting an updated transcript to HRD-2 before May 1 of each year.

**Terminated Employment**

- .14 If the GEM Fellow is to be terminated at the end of the appointment, the sponsoring organization should send to HRD-2 a PA indicating termination and stating the termination date.

**Change from GEM Fellow Status**

- .15 A GEM Fellow who wants regular Laboratory employment must apply for a position according to established advertising policy and selection guidelines. See [AM 104](#), *Advertising Policy and Procedures*.